

# E X E M P T



## **ANNOUNCEMENT**

**DEPARTMENT:** NEW MOTOR VEHICLE BOARD

**POSITION TITLE:** EXECUTIVE DIRECTOR (EXEMPT)  
NEW MOTOR VEHICLE BOARD

**LOCATION:** SACRAMENTO, CA

**SALARY:** \$8209 – 8879

**FINAL FILING DATE:** June 27, 2005

### **NEW MOTOR VEHICLE BOARD**

The New Motor Vehicle Board was created in 1967 as the New Car Dealers Policy and Appeals Board. Its function was limited to hearing appeals from final decisions of the Director of the DMV, which were adverse to the occupational license of a new motor vehicle dealer, manufacturer, distributor, or representative. In 1973, the Legislature passed the California Automobile Franchise Act, giving the Board its present name and creating a broad statutory framework and forum for regulating and settling disputes in the new vehicle industry.

Within the Board, there is a legal department which operates in a quasi-judicial capacity to resolve disputes between franchised new motor vehicle dealers and manufacturers/distributors of automobiles and recreational vehicles. Additionally, there is a Consumer Mediation Services Program, which attempts through informal mediation to resolve disputes between consumers and new motor vehicle dealers and/or manufacturers/distributors.

Seven members of the Board are appointed by the Governor, with one each appointed by the Speaker of the Assembly and the Senate Rules Committee. Located within the Department of Motor Vehicles, oversight is provided by the Business, Transportation and Housing Agency.

The recruitment and selection of an Executive Director for the Board is due to the announced retirement of the current Executive Director after 37 years of public service.

Further information concerning the Board is available on its website: [www.nmvb.ca.gov](http://www.nmvb.ca.gov).

## **DUTIES/RESPONSIBILITIES**

Under the general direction of the New Motor Vehicle Board (NMVB) the Executive Director is the Board's chief executive officer and is responsible for managing the full range of administrative and case processing functions related to Board operations. The Executive Director provides policy guidance to the Board on matters related to case processing, Board operations, and a wide range of issues of interest to the Board and is responsible for implementation of policy decisions of the Board. The Executive Director is responsible for the planning, organization, development and evaluation of Board operations, and manages personnel, budget and all other Board administrative functions.

The Executive Director is also responsible for managing the Board's Consumer Mediation Program, which is designed to informally resolve disputes between new car dealers and their customers. In addition, the incumbent meets with interested parties in an effort to mediate and settle disputes prior to scheduling and conducting formal hearings on the merits of disputes and provides resultant stipulated settlements to the Board for final approval.

The Executive Director has continuous and direct interface with the Board members and represents the Board in meetings with Business, Transportation and Housing Agency staff, Department of Motor Vehicles management, the Fair Political Practices Commission, the Office of Administrative Law, the Attorney General's office, as well as dealer and manufacturer organizations, other departments, organizations and individuals concerning functions of the Board. In addition, the Executive Officer represents the Board at automotive industry association functions and meets with the highest-level management and/or senior legal staff of the various vehicle and motorcycle manufacturers and distributors.

The Executive Director, NMVB, provides administrative direction to the Board's Hearing Officers (Administrative Law Judges) and ensures training is provided concerning procedures to be followed in conducting Board hearings and settlement conferences, and the applicable statutory and decisional law, which applies to actions before the Board.

## **DESIRABLE QUALIFICATIONS**

The Executive Director, NMVB, must be thoroughly knowledgeable in all areas under his/her jurisdiction in order to provide the leadership role called for to contribute to the attainment of the Board's established mission, goals, and objectives.

Desirable qualifications include:

- Broad administration experience with State departments, Boards and Commissions.
- Knowledge of New Motor Vehicle Board programs, policies and jurisdiction.
- Knowledge of the California Vehicle Code and related regulations that govern the new motor vehicle industry.

- Knowledge of the Bagley-Keene Open Meeting Act and the Fair Political Practices Commission's Political Reform Act.
- Effective oral and written communication skills and the ability to create effective working relationships with Board staff, industry and dealership representatives.
- Knowledge of the principles and practices of fiscal and personnel management, the legislative process, and the Board's equal employment opportunity program.
- Management team experience demonstrating leadership, creativity and sound judgment in directing a complex, varied program.

In addition to the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management.
- (2) Ability to plan, organize and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

## **FILING INSTRUCTIONS**

All interested applicants must submit:

- A standard original State application (Form 678)
- A *Statement of Qualifications*. This *Statement of Qualifications* is to be a discussion of the candidate's education and experience that would qualify them for this position. The *Statement* should be no more than five pages in length.

The applications and *Statement of Qualifications* are to be submitted to:

- Department of Motor Vehicles  
Selection Services Unit  
1<sup>st</sup> Floor Lobby – Examination Drop Box  
2570 24<sup>th</sup> Street – Mail Station G208  
Sacramento, CA 94232-3150

Or mailed to

- Department of Motor Vehicles  
Selection Services Unit  
P.O. Box 932315 – Mail Station G208  
Sacramento, CA 94232-3150

(Applications and *Statement of Qualifications* must be **received** by 5:00 p.m. on the final filing date.) **You may fax a copy of your application to (916) 657-5848 or CALNET 437-5848, to ensure receipt by the Selection Services Unit prior to 5:00 p.m. on June 27, 2005. The original application can then be mailed to the above address.**

Questions should be directed to Becki Morgan at (916) 657-8406. California Relay Telephone Service for the deaf or hearing impaired from TDD Phones: 1-800-735-2929; from voice phones: 1-800-735-2922.

## **INFORMATION**

The application and *Statement of Qualifications* will be reviewed by a Board screening committee. Should the screening committee deem it necessary, interviews may be conducted with only the most qualified applicants by both the screening committee and/or the Board. The ultimate hiring decision will be made by the Board.

RELEASE DATE: May 23, 2005